

COVID19: Full opening risk assessment and action planning tool

SCHOOL NAME: St Winifred's Catholic Primary School

DATE: 29. 4.2021

Purpose of this document:

This COVID19: Risk Assessment and Action Plan document sets out the decisions taken and measures put in place to prepare for the full opening of schools to ensure the school continues to operate as safely as possible. Plans and measures in place should be reviewed on a regular basis, particularly as new guidance is issued.

In line with DfE guidance, schools and trusts need to work closely with parents, staff and unions as they normally would, when agreeing the best plan for their school's circumstances. Your risk assessments and plans need to be confirmed with your governing bodies/academy trusts and published in schools with over 50 employees.

Existing policies and guidance continue to apply alongside the actions within this document, including but not limited to:

- Health and Safety Policy
- First Aid Policy
- Child Protection Policy
- CYP Response Plan
- DFE Guidance relating to COVID19
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013
- The Health Protection (Notification) Regulations 2010
- Public Health England (PHE) (2017) 'Health protection in schools and other childcare facilities'

The considerations and example measures in this tool are not exhaustive and must be read in conjunction with the latest government guidance:

[Guidance for full opening of schools September 2020](#)

[NHS test and trace for people who develop symptoms of coronavirus](#)

[Safe working in education, childcare and children's social care settings, including the use PPE guidance.](#)

[Covid19 cleaning in non-healthcare settings](#)

[NHS test and trace](#)

Appendix 1 – Trade Unions' checklist (for information)

The following principles underpin all planning and actions:

- Children's needs are paramount.
- Staff physical and emotional well-being must be considered at all stages of planning and implementation.
- Risk assessment and planning should be undertaken in consultation with staff, Health and Safety/ Union representatives, governors and parents.

System of controls

This is the set of actions schools must take. They are grouped into 'prevention' and 'response to any infection'.

Prevention:

1. Minimise contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend school.
2. Clean hands thoroughly more often than usual.
3. Ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach.
4. Introduce enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents and bleach.
5. Minimise contact between individuals and maintain social distancing wherever possible.
6. Where necessary, wear appropriate personal protective equipment (PPE).

Numbers 1 to 4 must be in place in all schools, all the time.

Number 5 must be properly considered and schools must put in place measures that suit their particular circumstances.

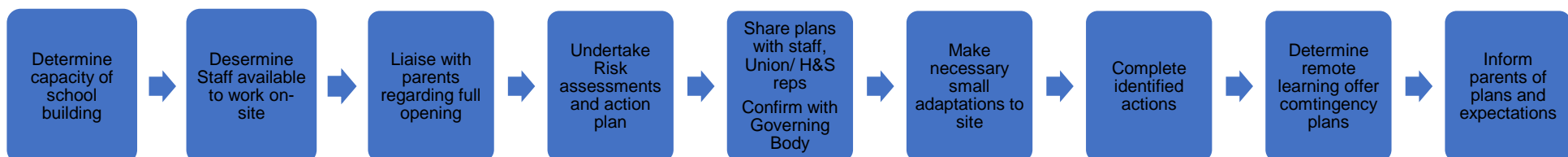
Number 6 applies in specific circumstances.

Response to any infection:

7. Engage with the NHS Test and Trace process.
8. Manage confirmed cases of coronavirus (COVID-19) amongst the school community.
9. Contain any outbreak by following local health protection team advice.

Numbers 7 to 9 must be followed in every case where they are relevant.

Steps to full opening



Risk Matrix:

The table includes examples in grey, these are not exhaustive

Risk rating High (H), Medium (M), Low (L)		Likelihood of occurrence		
		Probable	Possible	Remote
Likely impact	Major: Causes major physical injury, harm or ill-health.	H	H	H
	Severe: Causes physical injury or illness requiring first aid.	H	M	L
	Minor: Causes physical or emotional discomfort.	M	L	L

	Control Measures	Risk to Implementation	Risk Level Pre-Action (H/M/L)	Action Required-& by who/ Decision Made	Who?	Date Action Completed	Risk Level Post-Action (H/M/L)
1. Engagement and communication- risk assessment and planning							
1a	Risk assessment process fully engages staff, governing body and union representatives. Assessment and plan shared and communicated with stakeholders.			<i>Shared in July 2020</i>	<i>HT</i>	<i>July 2020</i>	<i>L</i>
2. Preparing Buildings and Facilities							
2a	Premises and utilities have been health and safety checked and building is compliant: <ul style="list-style-type: none"> • Water treatments • Fire alarm testing • Repairs • Grass cutting • PAT testing • Fridges and freezers • Boiler/ heating servicing • Internet services • Any other statutory inspections 	<i>Premises assistant in isolation</i>	<i>H</i> <i>M</i> <i>M</i>	<i>Example:</i> <i>Alternative suitably trained person is managing this role</i> <i>All Inspections are up to date and school is fully compliant.</i>		<i>1.9.2020</i>	<i>L</i> <i>L</i> <i>L</i>

	Control Measures	Risk to Implementation	Risk Level Pre-Action (H/M/L)	Action Required-& by who/ Decision Made	Who?	Date Action Completed	Risk Level Post-Action (H/M/L)
	<ul style="list-style-type: none"> Insurance covers reopening arrangements 						L
2b	Office spaces re-designed to allow office-based staff to work safely.	<i>Office does not allow for adequate space between staff members, no windows for ventilation.</i>	M	<i>Office staff desks repositioned. Staff working from home until necessary where appropriate. Use of other office space.</i>		21.7.20	L
2c	Entry and exit routes to the school are in place, any physical changes and/or signage required to allow social distancing are in place.	<i>Bottlenecks likely at entrance to school. Social distancing unlikely to be maintained.</i>	M	<i>markers are present on floors. One way system in place to enter and exit the school. Signage in place. Different entrances available.</i>		21.7.20	L
2d	Consideration given to premises lettings and approach in place.	<i>Letting of smaller hall to before and after school club</i>	M	<i>Lettings risk assessment completed Cleaning time allocated</i>		21.7.20	L
2e	Necessary physical modifications completed: <ul style="list-style-type: none"> Use of hand driers risk assessed. Roller (cloth) towels removed- paper towels and foot operated lidded bins in place where necessary. Lidded bins in classrooms and shared spaces. 			<i>Roller Towels completely removed Paper towels and Lidded pedal bins provided. Lidded bins in all classrooms and sink areas.</i>	PM HT	21.7.20	L

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	<p>Water fountains disconnected isolated.</p> <ul style="list-style-type: none"> Ventilation measures identified and safe use of air conditioning assessed. Spaces in classrooms measured to facilitate maximum social distancing and tables, chairs placed appropriately, markings and barriers in place. 			<p><i>Fountains disconnected – Children bringing in own water bottles</i></p> <p><i>Air conditioning allowed</i></p> <p><i>Doors open to allow ventilation as weather becomes warmer</i></p> <p><i>Furniture reorganised to allow pupils and staff to socially distance</i></p> <p><i>Alternative spaces provided if needed</i></p> <p><i>Outside spaces allocated to specific bubbles</i></p>			
2f	Consideration given to the arrangements for any deliveries.	<i>Deliveries to office area</i>		<i>All deliveries to car park entrance</i>			L
3. Emergency Evacuations							
3a	<p>Evacuation routes are confirmed, and signage accurately reflects these. <i>NB In the event of emergency the priority is getting out of the building calmly regardless of social distancing.</i></p> <p>Consideration given to Person/Pupil Emergency Evacuation Plan (PEEP) – buddies are assigned or reassigned according to available persons.</p> <p>Arrangements in place to support individuals with reduced mobility</p>		L	<p><i>Current evacuation routes still appropriate</i></p> <p><i>Fire drill at each stage when pupils return.</i></p> <p><i>Buddy system updated</i></p>	HT PM	<p><i>On going</i></p> <p><i>All drills by 7th September</i></p>	

	Control Measures	Risk to Implementation	Risk Level Pre-Action (H/M/L)	Action Required-& by who/ Decision Made	Who?	Date Action Completed	Risk Level Post-Action (H/M/L)
	including cover arrangements in the case of reduced numbers of staff.						
4. Cleaning, waste disposal and hand washing							
4a	Enhanced cleaning regime is in place in line with Covid19 cleaning in non-healthcare settings			<p><i>Enhanced cleaning schedule implemented throughout the site, ensuring that contact points, worksurfaces, door handles, taps etc. are all thoroughly cleaned and disinfected regularly.</i></p> <p><i>Hand towels and handwash are to be checked and replaced as needed by C J / AJ and cleaning staff</i></p> <p><i>Enhanced cleaning regime for toilet facilities particularly door handles, locks and toilet flush.</i></p>	<p><i>Cleaning team</i> <i>PM</i></p> <p><i>Cleaning team</i> <i>PM</i></p> <p><i>Additional cleaner during the day</i></p>	<i>Ongoing</i>	
4b	Capacity of cleaning staff is adequate to enable enhanced cleaning regime.		<i>M</i>	<i>Additional cleaner employed during the day.</i>	<i>AP</i>	<i>21.7.20</i>	<i>L</i>
4c	Procedures in place for cleaning of bodily fluids/ vomit- with appropriate PPE and disposal measures in line with guidance.		<i>M</i>	<i>PPE available</i> <i>Clinical waste bins available</i>		<i>21.7.20</i>	<i>L</i>
4d	Adequate cleaning supplies, tissues and facilities around the school are in place.	<i>Very high demand on resources</i>	<i>M</i>	<i>Hand sanitiser available at the school entrance, in all classrooms, offices and shared areas.</i>	<i>Tas</i> <i>PM</i> <i>AA</i>	<i>21.7.20</i>	<i>L</i>

	Control Measures	Risk to Implementation	Risk Level Pre-Action (H/M/L)	Action Required-& by who/ Decision Made	Who?	Date Action Completed	Risk Level Post-Action (H/M/L)
	Supplies for wiping down and emergencies located in classroom and COSHH, risk assessment and safe storage. Arrangements for use by staff agreed.			<i>Lidded bins in classrooms</i> <i>Disposable tissues in each classroom to implement the 'catch it, bin it, kill it' approach</i> <i>Cleaning supplies in all classrooms</i>			
4e	Arrangements for longer-term continual supplies are also in place.		<i>M</i>	<i>Stock check and ordering schedule reviewed and order made for autumn and spring terms</i>	<i>AA</i> <i>PM</i>	<i>Ongoing</i>	<i>L</i>
4f	Sufficient time is available for the enhanced cleaning regime to take place.		<i>M</i>	<i>All staff advised to leave the site by 5.30 in order for cleaning to be undertaken.</i>	<i>HT</i> <i>PM</i> <i>Cleaning Team</i>		<i>L</i>
4g	Waste disposal process in place for potentially contaminated waste.			<i>Waste bags and containers - kept closed and stored separately from communal waste for 72 hours.</i> <i>Waste collections made when the minimum number of persons are on site (i.e. after normal opening hours).</i>			
4h	Process in place for safe removal and/or disposal of face masks in line with (PPE) guidance		<i>M</i>	<i>Children not wearing masks in school – procedures in place for adults.</i>	<i>HT</i> <i>SLT</i>	<i>21.7.20</i>	<i>L</i>
4i	Clear hand washing procedures outlined for all groups and hot water			<i>Children continually reminded about procedures and supervised. Adequate staff to</i>	<i>All staff</i>	<i>3.8.2020</i>	<i>L</i>

	Control Measures	Risk to Implementation	Risk Level Pre-Action (H/M/L)	Action Required-& by who/ Decision Made	Who?	Date Action Completed	Risk Level Post-Action (H/M/L)
	<p>and liquid soap readily available. Routine hand washing:</p> <ul style="list-style-type: none"> • on arrival and leaving school. • before entering and leaving class during the day. • before and after eating. <p>Increased hand washing throughout the day in line with government guidance. Hand sanitiser available where necessary.</p>			<p>ensure full supervision. Adults/visitors reminded to wash hands when entering premises.</p>			
5. Classrooms and outdoor space							
5a	Desks side by side, facing front, where age appropriate.	<i>Furniture will be moved during summer deep clean</i>	L	<i>Classrooms will be organised after summer deep clean to ensure guidelines are followed.</i>	CT	2.8.2020	L
5b	Classrooms have been re/arranged to allow as much space between individuals as practical (2m where possible). Each pupil has their own identified desk. Arrangements for small group work facilitate social distancing for adults and children.	<i>Size of rooms will not allow for 2M distance</i>	L	<i>All teaching areas will be organised in line with guidance</i>	CT PM SLT	2.8.2020	L
5c	Classroom entry and exit routes have been determined and appropriate signage in place.	<i>Need staff to direct</i>	L	<p><i>Routes marked in chalk, signage and tape.</i></p> <p><i>Staff assigned to direct pupils</i></p>	CT SLT	2.8.2020	L
5d	Appropriate resources are available within all classrooms e.g. IT, age specific resources.	<i>Inappropriate sized equipment for smaller</i>	L	<i>Reorganise shared resources to set up specific resources for individuals.</i>		2.8.2020	L

	Control Measures	Risk to Implementation	Risk Level Pre-Action (H/M/L)	Action Required-& by who/ Decision Made	Who?	Date Action Completed	Risk Level Post-Action (H/M/L)
	<p>NB: sharing of equipment should be limited to the bubble. Shared materials and surfaces should be cleaned and disinfected more frequently.</p> <p>Non-essential resources which are not easily washable or wipe-able have been removed (e.g. soft toys, dressing up clothes).</p> <p>Information posters are displayed in every classroom and outdoor spaces, at the main entrance, places visible to those at the school gate, in the staffroom and in all toilets.</p> <p>Limit immediate sharing handling of equipment between adults and children (books etc) - items to be wiped down if possible. CYP informed not to bring in toys or other articles from home (other than water bottle).</p>	<p><i>children in classroom</i></p> <p><i>Soft toys, cushions and beanbags in classrooms which have remained closed not easily washable.</i></p> <p><i>Some posters need to be replaced</i></p> <p><i>Additional posters needed in classrooms to remind children of procedures.</i></p>	<p>M</p> <p>L</p>	<p><i>Individual equipment for all pupils in trays on their tables – pencils, rubbers, scissors, glue stick....</i></p> <p><i>Remove soft furnishings from classrooms.</i></p> <p><i>e-Bug posters displayed:</i></p> <ul style="list-style-type: none"> <i>• <u>Horrid hands</u></i> <i>• <u>Super sneezes</u></i> <i>• <u>Hand hygiene</u></i> <i>• <u>Respiratory hygiene</u></i> <p><i>Microbe mania</i></p> <p><i>Books etc will need to be regularly wiped or cleaned</i></p> <p><i>Parents and pupils to be regularly reminded re sending things in to school.</i></p>	<p>CT Tas</p> <p>HT CT</p>	<p>Ongoing</p>	<p>L</p> <p>L</p>
5e	<p>Plans in place to maximise safe use of outdoor space for outdoor education, exercise and breaks.</p> <p>Ensure that if used outdoor equipment is appropriately cleaned between groups of children and young people using it, and that multiple groups do not use it simultaneously. Read COVID-19: cleaning of non-healthcare settings</p>	<p>We need barriers to define playground zones when all pupils are back in school .</p>	M	<p>Barriers are now available for use.</p> <p>Outdoor areas timetabled for specific groups throughout each day. Time allocated for cleaning of any equipment between groups. Some areas allocated solely to specific group at all times.</p>	HT PM	17.7.2020	

	Control Measures	Risk to Implementation	Risk Level Pre-Action (H/M/L)	Action Required-& by who/ Decision Made	Who?	Date Action Completed	Risk Level Post-Action (H/M/L)
5f	Ventilation measures identified in each room. Air conditioning use assessed and used in line with HSE guidance: https://www.hse.gov.uk/coronavirus/equipment-and-machinery/air-conditioning-and-ventilation.htm Fire doors should not be propped open- longer term, automatic close fire doors could be considered.	<i>Rooms get very hot and staff are tempted to prop doors open.</i>	M	Regularly check doors. Air Conditioning can be used where available	PM HT	Ongoing	L
6. Staffing							
6a	Staffing numbers required for groups/bubbles have been determined including support staff such as facilities, IT, midday and office/admin staff. Plans ensure staff move between bubbles only as necessary and adopt prevention measures for doing so. PPA cover is organised to protect integrity of bubbles.		L	<i>All staff will be returning in September.</i>		2.9.2020	L
6b	Individual staff risk assessments carried out and informing arrangements for individuals with increased vulnerabilities. Coronavirus - taking in to account underlying health conditions, pregnancy, BAME ethnicity aged 55+ and White European aged over 60. Assigned activities consider levels of social distancing and contact with as low a number of others as possible.			<i>Individual assessments to be undertaken before staff return.</i>	HT	2..9.2020	L

	Control Measures	Risk to Implementation	Risk Level Pre-Action (H/M/L)	Action Required-& by who/ Decision Made	Who?	Date Action Completed	Risk Level Post-Action (H/M/L)
6c	Risk assessments in place for those staff who were previously working from home due to shielding, clinically vulnerable and/or living with someone in these groups, and appropriate arrangements for mitigating risk are identified.	<i>HLTA and music teachers were shielding and will return to school. Concerned about social distancing</i>	<i>M</i>	<i>Arrangements made to teach year group who are more able to socially distance. Smaller groups for music</i>		<i>01.09.20</i>	<i>L</i>
6d	Approach to staff absence reporting and recording in place. All staff aware.			<i>In place and aware</i>	<i>SAO</i>	<i>1.9.2020</i>	<i>L</i>
6e	Plans to respond to increased sickness levels are in place. Cover arrangements determined (including leaders and safeguarding designated leads) – on a weekly rather than daily basis to minimise contacts.			<i>Adequate levels of staffing to support structures and minimise contacts</i>	<i>HR team Govs</i>	<i>2. 9.2020</i>	<i>L</i>
6f	Assess transport arrangements for all staff and parking arrangements as required. Check LBL parking restrictions & inform staff https://lewisham.gov.uk/myservices/parking/coronavirus-parking-restrictions-and-cpzs <u>Coronavirus (COVID-19): safer travel guidance for passengers</u> shared with all staff. Consideration of arrival times to encourage walking and cycling to work.		<i>L</i>	<i>Majority of staff walking, cycling or driving – minimal use of public transport. Parking available</i>	<i>HT</i>	<i>1.9.2020</i>	<i>L</i>
6g	Consideration given to staff clothing expectations and information shared with staff to ensure clothes worn are easily washable.		<i>L</i>	<i>Already in place</i>	<i>HT</i>	<i>2.9.2020</i>	<i>L</i>

	Control Measures	Risk to Implementation	Risk Level Pre-Action (H/M/L)	Action Required-& by who/ Decision Made	Who?	Date Action Completed	Risk Level Post-Action (H/M/L)
6h	Approaches for meetings and staff training in place. All meeting arrangements ensure social distancing for adults, rooms are well ventilated and virtual meetings considered for larger groups. Use of outdoor space also considered where possible.	<i>Large staff – need to organise regular meetings and training</i>	<i>M</i>	<i>Small group meetings in Socially Distanced, large, well-ventilated space. Zoom Online training</i>	<i>HT SLT</i>	<i>1.9.2020</i>	<i>L</i>
6i	Consideration given to staffing roles and responsibilities with regards to the contingency remote provision alongside in-school provision.	<i>Being ready for repeat of lockdown</i>	<i>M</i>	<i>Discussions with staff regarding expectations as pupils return Informed parents of changes to provision as pupils return. Being prepared for repeat of lockdown.</i>	<i>HT SLT Staff</i>	<i>2.9.2020</i>	<i>L</i>
6j	Consideration given and consultation with staff regarding options for redeployment, changes to work times of staff to support the effective working of the school. If redeployment is taking place staff are aware of controls and processes in respect of tasks they are unfamiliar with.	<i>HLTAs/ Tas may be required to lead some groups if not enough teachers on site to cover numbers due to second wave</i>	<i>M</i>	<i>Appropriate staff in place if needed</i>	<i>HT SLT</i>	<i>Ongoing</i>	<i>L</i>
6k	Approach to support wellbeing, mental health and resilience in place, including bereavement support. How staff are supported to follow this within their own situations and that of pupils and colleagues is clear.		<i>M</i>	<i>Staff are aware of support and advice for schools and pupils available from LBL including the Educational Psychology service. Staff are aware of where to access support for their own wellbeing. (e.g. Lewisham Council mental wellbeing</i>	<i>HT SLT IM</i>	<i>Ongoing</i>	<i>L</i>

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				support: https://lewisham.gov.uk/information-for-staff/staff-support-hub/ School councillor available to advise.			
6l	Arrangements for accessing testing, if and when necessary, are in place. Staff are clear on returning to work guidance. Process in place for use of limited number of self-testing kits.	<i>We have not been able to access kits for school</i>	L M	Staff informed of procedures Need to try again	HT SLT SAO	1.9.2020	L
6m	The approach for inducting new starters has been reviewed and updated in line with current situation.			No new staff starters next term	HT SAO	2.9.2020	L
6n	Return to school procedures are clear for all staff.			Details sent to all staff and discussed Programme for SLT to walk groups of staff through measures.	SLT	2.9.2020	L
6o	Arrangements to return any furloughed staff in place.	NA					
6p	Any staff contracts that need to be issued, extended or amended considering the current situation have been.			All in place			
6q	Any HR processes that were in-train prior to or put on hold due to the COVID19 emergency, have been appropriately resolved or plan in place to resolve.	NA					

	Control Measures	Risk to Implementation	Risk Level Pre-Action (H/M/L)	Action Required-& by who/ Decision Made	Who?	Date Action Completed	Risk Level Post-Action (H/M/L)
6r	Arrangements in place for any visitors/ contractors on site, protocols and expectations shared. NB: Their employer may require them to wear PPE. This should be documented as part of the risk assessment carried out by the Contractor.			<i>Check with the contractor any requirements their employer has specified before visit. Share school protocols. Policy in place</i>	SAO PM	Ongoing	L
6s	Risk assessments in place for any externally employed adults delivering learning in school e.g. sports coaches, music tutors, forest school leaders. Protocols and expectations shared. The deployment of such staff must not breach the safety of bubbles.			<i>Share amended procedures, obtain their assessments outlining controls, e.g. only offering limited activities which do not breach bubbles, maintain distancing, all equipment stringently cleaned.</i>	SLT CTs	Ongoing	L
7. Group Sizes							
7a	All children are included in distinct groups/ 'bubbles' that do not mix and the number of children in each bubble is as small as possible.	<i>toilet block shared by more than one bubble</i>	M	<i>Regular cleaning Pupil bubbles have been organised in line with guidelines.</i>		03.09.20	L
7b	Staffing allocations to groups determined, minimising contact with multiple groups much as possible.		L	<i>In place</i>		17.7.2020	
8. Social Distancing							
8a	Arrangements for social distancing in place to defined: <ul style="list-style-type: none"> Staggered school drop off/pick up times (without reducing teaching time) and locations (if 	<i>Pupils and parents returning will not be aware of all new routines.</i>	M	<i>Markings to be put in place with PM Extra signage to be displayed at entrances etc Tape and fencing to mark off allocated outside areas.</i>	SLT	1.9.2020 - ongoing	L

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	<p>possible) with sufficient staff to monitor safe practices.</p> <ul style="list-style-type: none"> • Parents/carers drop off at school gate - no entry. • Staggered or limited amounts of moving around the school/ corridors, one way systems where possible. • Classroom design. • Break and lunch times are staggered. Plans for social distancing during these times in place, such as when queuing for lunches. Staffing rota developed to facilitate this. • Markings in place for routes around school to minimise closer contact. • Toilet arrangements- rota for use by 'bubbles', cleaning of surfaces in toilets after use by each bubble. • Use of hand driers risk assessed. Paper towels and foot operated closed bin in place. 			<p><i>Staff in place to direct parents and pupils</i> <i>Staggered entry, different entrances for some age groups.</i></p> <p><i>Letters to parents explaining changes.</i> <i>Lots of guidance for pupils to embed new procedures.</i> <i>Additional staff to ensure queueing and other procedures are established quickly – Rota to explain specific roles of support staff in embedding new routines.</i></p> <p><i>Driers are disconnected – paper towels and bins are in place.</i></p>			
8b	Approach to avoiding children and young people entering/leaving school congregating and breaching social distancing is in place.		M	<p><i>Letter to parents 17.7.2020</i> <i>On arrival, students move straight to "Home Room" wash hands and sit at named table and wait for rest of class to arrive/class to begin.</i> <i>Staggered end time</i></p>	CT	3.9.2020	L

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8c	Approach to potential breaches of social distancing in place, including in the case of repeat or deliberate breaches (age appropriate).			<p><i>Hand washing and cleaning (if needed).</i></p> <p><i>Conversations with parents.</i></p> <p><i>Risks assessments and individualised approach in place for students who might struggle to follow expectations.</i></p> <p><i>Social stories</i></p>	Staff	ongoing	L
8d	Approach to assemblies – if still occurring, plan in place to manage social distancing.	<p><i>Currently assemblies are cancelled.</i></p> <p><i>Bringing all children together for assembly would breach the bubble arrangements.</i></p>		<p><i>Assemblies are within class bubbles. Year group bubbles as routines are established.</i></p>	CT HT	3.9.2020	L
8e	Social distancing plans communicated with parents, including approach to breaches.			<p><i>Most recent letter 8/9/2020.</i></p> <p><i>Will regularly remind.</i></p> <p><i>CTs will work on rules with pupils to help them understand reasons.</i></p>	Staff	3.9.2020	L
8f	Arrangements in place for the use of the playground, including equipment. <i>NB: outdoor equipment should not be used unless it is appropriately cleaned between groups of children and young people using it, and that multiple groups do not use it simultaneously.</i>			<p><i>Areas allocated to specific bubbles – time allocated to clean between use.</i></p>	DHT CT TAs PM	17.7.2020	L

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8g	Social distancing arrangements for use of staff areas in place and shared spaces.			<i>Meetings with staff Expectations in writing Crib sheets to be developed Signage</i>	HT SLT	2.9.2020	L
9. Transport							
9a	Information shared with parents regarding pupils travelling to school, encouraging walking and avoiding public transport as much as possible. Coronavirus (COVID-19): safer travel guidance for passengers to be shared with parents and CYP as age appropriate.			<i>Letters encouraging walking, cycling and scooting to school Generally very low use of public transport – do not want to encourage driving.</i>	HT AC	Ongoing	L
9b	Dedicated school transport follows the grouping/ bubble arrangement in line with the protocols in school, as much as possible. Arrangements in place with transport providers to support any staggered start/end times.						
9c	Support in place for CYP who have no alternative, to access public transport safely, adhering to social distancing protocols where possible.			<i>Supply of masks in school Guidance for pupils on use of masks. If guidance changes we will respond appropriately.</i>	HT AO	Ongoing	L
10. Catering							
10a	Arrangements in place to provide food to CYP on site, including the requirement of universal free school meals.			<i>Hot meals available for all pupils.</i>	HT	Ongoing	L

	Control Measures	Risk to Implementation	Risk Level Pre-Action (H/M/L)	Action Required-& by who/ Decision Made	Who?	Date Action Completed	Risk Level Post-Action (H/M/L)
10b	Arrangements for when and where each group will take lunch (and snack time if necessary) including hand washing are in place so that children do not mix with children from other groups.			Sittings staggered over 2 hours. 1 class eating in classrooms	HT	Ongoing	L
10c	Arrangements for food deliveries in place.			Foodbank deliveries will continue for those in need We have a well-stocked foodbank	HT IM	ongoing	L
11. PPE							
11a	PPE use understood and agreed with staff. Appropriate supplies in place at necessary points in the school. Long term approach to obtaining adequate PPE supplies in place. PPE located in classrooms where children require personal care and for the administering first aid. Emergency PPE for use to support children displaying symptoms where 2m cannot be maintained.	<i>Some staff lack knowledge in when and how to use PPE.</i>		<i>Public health training videos shared with all staff. Staff meetings on 2.9.2020 PPE is available in each classroom and appropriate area.</i>	HT	2.9.2020 Ongoing	L
11b	Risk assessments in place for individual pupils who need specific care which cannot be delivered whilst ensuring social distancing.	<i>New pupils starting in Sept with significant needs</i>	M	<i>Need to risk assess new pupils starting in September</i>	IM	<i>As pupils start</i>	L
11c	PPE needs assessed and addressed for staff supervising entrances and exits - does distancing mean staff need masks to protect parents/ members of the public?			<i>Space to ensure distance is maintained – markings in place Brief all staff Remind parents</i>	HT PM TR	2.9.2020	L
12. Response to suspected/ confirmed case of COVID19 in school							

	Control Measures	Risk to Implementation	Risk Level Pre-Action (H/M/L)	Action Required-& by who/ Decision Made	Who?	Date Action Completed	Risk Level Post-Action (H/M/L)
12a	Frequently share information with CYP parents, carers or any visitors, not to enter setting if they are displaying any symptoms of coronavirus (following the COVID-19: guidance for households with possible coronavirus infection) and for parents to inform the school is anyone in the house is displaying symptoms.			<i>Notices at all entrances. Notices at all entrants Reminders in letters before pupils return to school.</i>	<i>HT</i>	<i>Ongoing</i>	<i>L</i>
12b	<p>Approach to adults/children displaying COVID19 symptoms cases in place - during school day:</p> <ul style="list-style-type: none"> • Which staff member/s should be informed/ take action, including staff where risk assessments identify heightened vulnerability to COVID19. • Consideration of any pupils with heightened COVID19 vulnerability. • Area established to be used if an individual is displaying symptoms during the school day and needs to be isolated. • Cleaning procedure in place. • Arrangements for informing parent community in place. • Emergency PPE available where 2m distance cannot be maintained. 	<i>Danger of adult/child Being directed to places which will spread contamination around the school</i>	<i>H</i>	<p><i>Specific areas allocated to pupil and staff bubbles to isolate.</i></p> <p><i>PPE available in each area. Staff sent home – test arranged</i></p> <p><i>Arrange for pupil to be collected from isolation area by parent/carer.</i></p> <p><i>Follow guidance for ensuring isolation for all in bubble and thorough cleaning of all areas.</i></p>	<i>HT SLT</i>	<i>2.9.2020</i>	<i>L</i>

	Control Measures	Risk to Implementation	Risk Level Pre-Action (H/M/L)	Action Required-& by who/ Decision Made	Who?	Date Action Completed	Risk Level Post-Action (H/M/L)
12c	<p>Approach to confirmed COVID19 cases in place - outside of school hours:</p> <ul style="list-style-type: none"> Identified children/adults/bubbles/contacts advised on necessary action. Staff with heightened vulnerability considered and advised of necessary action. Approach to closing areas/ relocating CYP away from certain parts of the school to clean, if possible. Cleaning procedure in place. Arrangements for informing parent community in place. 	<i>Wrap around care</i>		<i>Procedures agreed with LG</i>	<i>HT HJ</i>	<i>2.9.2020</i>	<i>L</i>
12d	<p>Process in place to engage with the Test and Trace and contract tracing process. <i>Refer to Lewisham PH and public health guidance for more information.</i></p>			<i>In line with guidance</i>	<i>HT SLT SAO</i>	<i>2.9.2020</i>	<i>L</i>
13. Pupil Re-orientation - back into school after a period of closure/ being at home							
113	Approach and expectations around school uniform determined and communicated with parents.			Flexible approach to ensure supply and time to clean Giving out lots of uniform to parents	<i>Office staff HT TAs</i>	<i>ongoing</i>	<i>L</i>
13c	Changes to the school day/timetables shared with parents.			Parents have been informed	<i>HT</i>	<i>16.9.2020</i>	<i>L</i>
13d	All students instructed to bring a water bottle each day and/or arrangements for safe availability of drinking water confirmed and communicated to children and parents.			Most recent letter March 2021	<i>HT</i>	<i>16.9.2020</i>	<i>L</i>

	Control Measures	Risk to Implementation	Risk Level Pre-Action (H/M/L)	Action Required-& by who/ Decision Made	Who?	Date Action Completed	Risk Level Post-Action (H/M/L)
13e	<p>Approach to supporting CYP to discuss and reflect on their COVID19 experiences and preparing pupils for a return to academic work and new social situations is developed and shared by all teaching staff.</p> <p>This includes sharing experiences of those who have remained in school during closure and those at home and celebrating non-academic achievements of pupils whilst at home/ during school closure.</p>	<i>Range of experiences and contact with staff</i>		Curriculum focusing on well-being and support for mental health with strong focus on filling gaps and catch up. Celebrating experiences.	<i>CT</i>	<i>3.9.2020</i>	<i>L</i>
13f	Approach to supporting wellbeing, mental health and resilience, including bereavement support is in place.			In place	<i>IM CF</i>	<i>Ongoing</i>	<i>L</i>
13g	Re-orientation support for school leavers is developed.			NA			
13h	<p>Consideration of the impact of COVID19 on families and whether any additional support may be required:</p> <ul style="list-style-type: none"> • Financial. • Increased FSM eligibility. • Referrals to social care and other support. • PPG/ vulnerable groups. 	<i>Encouraging families to approach if they need help</i>		Offering extended range of support to families as they return. Being especially vigilant with regards to safeguarding disclosures.	<i>IM Safeguard Leads</i>	<i>ongoing</i>	<i>L/M</i>
14. Remote education contingency plan							
14a	Contingency plans for remote learning offer is in place. Pupils with technology/access issues identified. Offer takes this in to account	<i>Bubble needs to self-isolate because of a positive case of COVID19.</i>		<i>Staff will work on this in September for their new classes to ensure that Remote learning contingency available and ready to be accessed when needed.</i>	<i>CT</i>	<i>September 2020</i>	<i>L</i>

	Control Measures	Risk to Implementation	Risk Level Pre-Action (H/M/L)	Action Required-& by who/ Decision Made	Who?	Date Action Completed	Risk Level Post-Action (H/M/L)
15. Transition - into new year group - What will need to be different this year because of COVID19?							
15a	Online/ website support for families and young people around transition.			<i>Range of online support – videos made by staff for younger classes. Extended settling time in September</i>	EYFS	September 2020	L
15c	Plan for transitions between school years taking into account what needs to be different due to partial opening, remote and face to face: <ul style="list-style-type: none"> • EY to Primary. • Primary to Secondary. • Vulnerable children. • Children with SEND. • Physical and sensory needs, including adaptations, equipment etc. (lead in times). • Post 16. • School Leavers. 			<i>All pupils have had time with their new teachers. Remote meetings where face to face not possible Will support parents through application process for Nursery, Reception and Year 7 for September 2021</i>	HT CT IM	17.7.2020	L
16. Safeguarding							
16a	Consideration given to any CYP who may need support with their return to school and consultation has been undertaken with the family and other agencies involved.	<i>CYP previously deemed to be safer at home and family are anxious about returning to school.</i>	M	<i>Review the CYP's risk assessment to identify any support or arrangements needed for their return to school.</i>	IM HT	September 2020	L
16b	Staff are prepared for supporting wellbeing of pupils and receiving any potential disclosures.			<i>Staff refresher training session on processes and procedures and the revised wellbeing material.</i> Face to Face and Online	DSL		L

	Control Measures	Risk to Implementation	Risk Level Pre-Action (H/M/L)	Action Required-& by who/ Decision Made	Who?	Date Action Completed	Risk Level Post-Action (H/M/L)
16c	Updated Child Protection Policy in place.			<i>Adopted most recent Child Protection Policy</i>		17.7.2020	L
16d	Work with other agencies, such as social care has been undertaken to support vulnerable CYP and families to return to school.			IM has worked to support families throughout Lockdown – will continue to develop this support	IM	ongoing	L
16e	Where physical contact is required in the context of managing behaviour, ensure appropriate hygiene measures are in place to mitigate any risk of transmission. Assessment of measures needed and PPE use in cases where behaviour/SEND increases risk of transmission of bodily fluids (spitting/ sneezing etc.) and pupils requiring physical care.	<i>Need to look at needs of new pupils</i>		<i>Review individual consistent management plans to ensure they include protective measures. Communicate to all staff</i>	IM HT	9.2020	L
17. . Curriculum / learning environment							
17a	Current learning plans, revised expectations and required adjustments have been considered.			Plans in place			
75b	Consideration has been given to what activity is more difficult/ not possible to be undertaken with social distancing in place? Each activity should be risk assessed and should not be run unless the risks can be mitigated: <ul style="list-style-type: none"> • PE. • Practical science lessons. • DT/ FT. 			Staff have considered this and ensuring learning targets are met in appropriate ways which will engage the children	HT CT TAs	Ongoing	L

	Control Measures	Risk to Implementation	Risk Level Pre-Action (H/M/L)	Action Required-& by who/ Decision Made	Who?	Date Action Completed	Risk Level Post-Action (H/M/L)
17c	Whole school approach to adapting curriculum (S/M/L term), including: <ul style="list-style-type: none"> Wellbeing curriculum. Recognising 'non-curriculum' learning that has been done. Capturing pupil achievements/ outcomes. Utilising the DFE 'catch-up' funding and programmes. 			<i>Staff are trained and supported in front of classroom delivery style and aware of how best to provide students with additional support.</i>	HT SLT CT	Training on 2.9.2020 ongoing	L
17d	Student behaviour policy reviewed and amended where necessary in line with the current circumstances. See: Behaviour and Discipline in Schools guide DfE behaviour and attendance checklist completed.			<i>CTs working with classes to support in understanding rules and reasons – positive rewards-based approach</i> <i>Restricted opportunities for contact and movement around the school</i>	HT SLT All staff Pupils Parents	2.9.2020	L
18. CYP with SEND							
18a	Approach to provision of the elements of the EHCP including health/therapies.	<i>PPE may need to be worn</i> <i>Staff may be worried about contact</i> <i>Outside visits</i>	L	<i>PPE available</i> <i>Virtual meetings with therapists</i> <i>If necessary</i> <i>Risk assessments for visitors</i>	IM	2.9.2020	L
18b	Annual review plan in place.		L	<i>In place</i>	IM	17.7.2020	L
18c	Requests for assessment plan in place.		L	<i>In place</i>	IM	17.7.2020	L
18d	Consider any CYP who may need support with their return to school and consult with the family and other agencies involved.			<i>Contacting individuals - putting support in place to enable them to return.</i>	IM	3.9.2020	L

	Control Measures	Risk to Implementation	Risk Level Pre-Action (H/M/L)	Action Required-& by who/ Decision Made	Who?	Date Action Completed	Risk Level Post-Action (H/M/L)
	Including any support required for CYP to understand new rules i.e. social distancing.			Social stories etc			
19. Attendance							
19a	Approach to promoting and supporting attendance for all pupils determined, including those who may be anxious.		M	Contacting individual families. - identifying concerns- putting support in place – building confidence		Sept 2020	L/M
19b	Approach to support for parents where rates of PA were high before lockdown.	Some in this group have been difficult to contact and have needed additional support throughout lockdown.	M	Individual support and encouragement but may need support from LA attendance.	IM HT	Ongoing	L/M
20. Communication							
20a	Risk assessments/planning shared with staff. Information around the full opening plan, amendments to usual working patterns/practices and groups shared			In place	HT	July 2020	L
20b	Governors consulted on full opening plans.			In place	HT	July 2020	L
20c	Union representatives consulted on full opening plans.			In place	HT	July 2020	L
20d	Risk Assessment published on website, where more than 50 staff.			Will be asap	HT	September 2020	L
20e	Communications with parents on the: <ul style="list-style-type: none"> Plan for full opening. Social distancing plan. Wellbeing/ pastoral support/ support and acknowledgement to parents of home learning. 			All in place Send our regular updates	HT	16. 7.2020	L

	Control Measures	Risk to Implementation	Risk Level Pre-Action (H/M/L)	Action Required-& by who/ Decision Made	Who?	Date Action Completed	Risk Level Post-Action (H/M/L)
	<ul style="list-style-type: none"> Attendance. Uniform. Transport. Behaviour. Test and trace. Staggered start and end times. Expectations when in school and at home (if self-isolating is necessary). 						
20f	Pupil communications around: <ul style="list-style-type: none"> Changes to timetable. Social distancing arrangements, hand washing and other preventative measures. Staggered start times. Expectations for behaviour when in school and at home (if self-isolating is necessary). Travelling to and from school safely. 	<i>Pupils who have not been attending regularly will need support in this area.</i>	<i>M</i>	<i>Staff to work with class to support them in understanding and managing changes and expectations. Parents and Cares asked to support in helping pupils to understand and follow expectations</i>	<i>HT CT</i>	<i>September 2020</i>	<i>L</i>
21. Governors/ Governance							
21a	Meetings and decisions that need to be taken prioritised.			<i>Virtual governing body meetings.</i>			<i>L</i>
21b	Governors are clear on their role in the planning for full opening of school, including support to leaders. Approach to communication between Leaders and governors is clear and understood.			<i>Key Governors have been in regular contact throughout Lockdown and offered support. Communication all shared with governors</i>			<i>L</i>
21c	Governors prepared for start of school year (clerking, etc.).			<i>In place</i>			<i>L</i>

	Control Measures	Risk to Implementation	Risk Level Pre-Action (H/M/L)	Action Required-& by who/ Decision Made	Who?	Date Action Completed	Risk Level Post-Action (H/M/L)
22. School events, including trips							
22a	The school's annual calendar of events has been reviewed and decisions made on cancelling or going ahead with events in the immediate term, including school trips.		H	<i>Bookings have not been made for the autumn term. Local visits will be arranged These will be looked at as regulations change. All large group events cancelled until further notice.</i>	CT HT	Ongoing	L
23. Finance							
23a	Any loss of income understood, including the impact of lettings and the financial implications of possibly not restarting.			<i>This has been budgeted for the coming year. Claim has been sent – awaiting response</i>	HT Bursar GB	May 2020 July 2020	L
23b	Insurance claims, including visits/trips booked previously followed up.	<i>PGL presented challenge</i>	M	<i>Yes- refund agreed by insurance company</i>			L
23c	Any changes agreed with contracted services, such as: <ul style="list-style-type: none"> • Cleaning. • IT support. • Catering. 			Yes	HT	16.7.2020	L
23d	Consideration given to any support that may be brokered through working together, for example, partnerships, trusts etc.			<i>Will look into this. Working closely with schools throughout the borough</i>	HT GB	September 2020	L
24. Before and after school clubs							
24a	Approach in place for before/after school clubs implementing the necessary protective measures and considering school day bubbles.	<i>Outside provider</i>	M	<i>Work with providers to support consistent and safe approach.</i>	HT	September 2020	L

Appendix 1 – Trade Unions’ planning guide and checklists (for information)

NEU/GMB/UNISON/Unite commentary and checklist
[NEU/GMB/UNISON/Unite commentary and checklist](#)